


28 September 1973

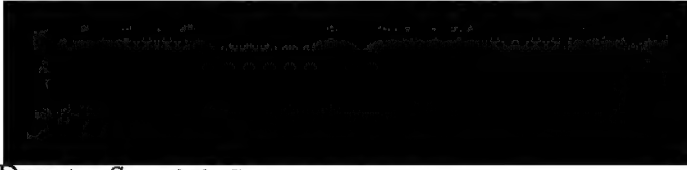
MEMORANDUM FOR: DDO Division and Staff Support Officers  
SUBJECT : Handbook of Required Regulatory Readings  
REFERENCE : 

STATINTL

1. The Foreword to subject handbook directs that it be circulated annually in the month of October to all employees. Employees will indicate that they have read the material in the handbook by initialing the routing sheet attached by their supervisor.

2. Each DDO Division and Staff will prepare a statement addressed to the DDO to the effect that all available employees under their jurisdiction have read the handbook. These statements will be addressed to the DDO via the SSA-DD/M&S and should be prepared not later than 1 November 1973.

STATINTL

  
Deputy Special Support Assistant  
DD/M&S

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: SSA-DD/M&S  
7 D 16 Hqs.

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

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15.

EYES ONLY

Approved For Release 2001/08/21 : CIA-RDP78-04722A000300020033-7